

**CLERK'S SUMMARY AND OFFICIAL MINUTES
GOVERNMENTAL STRUCTURE TASK FORCE
JANUARY 31, 2005**

The Governmental Structure Task Force convened in the County Commission Chambers on the second floor of the Stephen P. Clark Center, 111 N.W. First Street, Miami, Florida, at 2:00 p.m.; there being present upon roll call, Chairman Dennis Moss, Commissioner Rebeca Sosa, Commissioner Natacha Seijas, and Commissioner Sally Heyman; Assistant County Manager Susan Torriente; First Assistant County Attorney Murray Greenberg; Assistant County Attorney Abigail Price-Williams; Assistant County Attorney Robert Cuevas; and Deputy Clerk Alicia Stephenson.

I. Introduction and Welcome

Chairman Moss called the task force meeting to order at 2:29 p.m.

II. Goals of the Governmental Structure Task Force (GSTF)

Chairman Moss stated that Chairman Martinez charged this task force with analyzing issues involving governmental structure. Chairman Moss stated the GSTF goals as follows:

- Develop criteria for defining effective and efficient municipal or County government and evaluate effectiveness and efficiency of various forms of governance in major metropolitan areas;
- Analyze Commission's procurement actions over the last five years;
- Acquire public input on the results of analysis through public hearings and the creation of a Citizens Advisory Committee at the Chairman's discretion; and
- Prepare final written reports and recommendations for consideration by the County Commission and for publication.

Commissioner Sosa suggested Mayor Alvarez be invited to participate in the discussion today (1/31).

Chairman Moss noted it was his understanding that Mayor Alvarez had been invited to participate.

III. Open Discussion

Chairman Moss clarified that the purpose of today's meeting was to discuss the goals mentioned previously and to identify the real procurement issues and to invite input/feedback from the general public.

Commissioner Heyman noted although she was excited about the charge of the Governmental Task Force, she had some concerns regarding goal No. 2, which proposed to analyze the Commission's procurement actions over the last five years because the real improvements were made in the last two years.

Following discussion regarding the process, Chairman Moss asked the County Manager to identify organizations that analyze governmental institutions and to develop recommendations and criteria to improve the efficiency and effectiveness of government based on a governance model such as the Sterling Award.

Commissioner Sosa proposed that each County department be evaluated separately based on the percentage of direct services provided to the public.

Chairman Moss noted that an in-depth evaluation of each County department may not be feasible. He emphasized the need to develop criteria based on global models.

Commissioner Seijas suggested the evaluation be limited to five departments rather than all County departments.

Hearing no response to his call for further feedback, Chairman Moss proceeded to the second goal of the Governmental Structure Task Force, noting that concern was expressed about analysis of the last five years. He stated that procurement reform had always been consistent and the County had made a tremendous amount of improvements. He recommended staff should perform the analysis over the five years.

In response, Commissioner Heyman noted that a study was conducted two years ago that studied procurement issues for a period of two years. She suggested that staff use that study and then update it.

Commissioner Seijas noted she supported the five-year analysis as recommended by Chairman Moss.

Vice Chairman Moss asked staff to explore other governments with efficient and effective procurement and submit to the Board recommendations accordingly. He asked staff to update previous analyses on critical issues. He stated that the Task Force would then review the information and direct staff as to further analysis.

Commissioner Sosa asked that as staff analyzed the Commission's procurement actions, they report each change to the procurement process over the past 5 years and the number of days the procurement process was shortened by each change.

Chairman Moss proceeded to the third goal of Governmental Structure Task Force. He stated that he was unsure that he would support a Citizen's Advisory Committee due to the time frame imposed on the Task Force. He supported meetings throughout the community to get feedback and stated that the feedback should be incorporated into a report for submittal to the Board of County Commissioners.

Commissioner Seijas suggested that the Citizen's Advisory Committee be created later in the process.

Chairman Moss proceeded to the fourth goal. He asked Assistant County Manager Susan Torriente to submit to Governmental Structure Task Force members before the next meeting information collected regarding the goals of the Task Force and the criteria used by organizations that analyzed governmental institutions.

Commissioner Sosa said she would provide Assistant County Manager Susan Torriente information on procurement for the last two and a half years.

Chairman Moss asked the Communications Department to provide Governmental Structure Task Force members with recommendations on how to disseminate the written report. He also asked that a public hearing process similar to those held by the Office of the General Obligation Bond and Miami-Dade Transit be scheduled. He also asked that a follow up report be presented to the task force within the next two weeks.

Task Force members suggested February 22nd or February 28th as dates for the next meeting. Commissioner Heyman noted that she had to attend an event on the 28th.

Chairman Moss stated that his office would coordinate the date for the next meeting and notify each task force member.

IV. Adjournment

There being no further business to come before them, the Governmental Structure Task Force meeting was adjourned at 3:34 p.m.

A handwritten signature in black ink, appearing to read "Dennis C. Moss", written over a horizontal line.

Commissioner Dennis C. Moss as Chairman of the
Governmental Structure Task Force